

4

Export Certification
Manual

Steps to Certify

Follow Inspection Guidelines

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Introduction

This section of the **Steps to Certify** chapter covers the inspection guidelines that Authorized Certification Officials (ACOs) should follow when sampling, inspecting, and verifying eligible commodities offered for export certification. These inspection guidelines are general and can be used for a majority of the commodities offered for export.



All consignments must be inspected prior to the issuance of a PPQ 577.

All re-exports that were not safeguarded while in the US must be inspected prior to the issuance of a PPQ 579.

Treatments do not substitute for a phytosanitary inspection.

There are supplemental inspection procedures listed elsewhere in this manual, which have been established specifically for commodities that warrant special attention and include the following:

- ◆ Compliance agreements for compressed, baled cotton (see *Special Procedures*, **Compliance Agreements for Compressed, Baled Cotton** on page 6-3-1)
- ◆ Containerized oak lumber (see *Special Procedures*, **Containerized Oak Lumber** on page 6-4-1)
- ◆ Mail exports (see *Special Procedures*, **Mail Exports** on page 6-7-1)

- ◆ Coniferous solid wood packing material (see *Special Procedures, [Mill Certification Programs for Coniferous Sawn Wood](#)* on page 6-8-1)
- ◆ Certification of plants in growing media for export to European Union (see *Special Procedures, [Plants in Growing Media and Containers to European Union](#)* on page 6-9-1)
- ◆ Protected plants (ESA and CITES material) (see *Special Procedures, [Processing Protected Plants](#)* on page 6-10-1)
- ◆ Seed (see *Special Procedures, [Sampling and Inspection Procedures for Seed](#)* on page 6-13-1)

Inspection Preparation

While official inspections are required to issue a PPQ 577, they are not required for a PPQ 579 unless the consignment was not safeguarded while in the U.S. An official inspection may not be necessary for the issuance of a PPQ 578 Processed Product Certificate. Refer to [Official Samples and Inspections](#) on page 2-1-16 for a more complete discussion.

In addition, other official phytosanitary activities (laboratory analyses, field inspections, etc.) may be required to ensure commodities meet the import requirements of the importing country. ACOs must review the appropriate export summary or official communication from the NPPO before beginning any inspection and/or verification. If an import permit is mandatory for certification **do not** inspect, take samples or provide verification of a shipment until the proper documentation is presented by the exporter.

If an inspection or verification is conducted prior to the presentation of a mandatory import permit:

- ◆ All phytosanitary requirements may not be met.
- ◆ The exporter may assume the commodity is eligible for certification and export the shipment. If it is then determined that the shipment is not eligible for certification the shipment may be refused entry or destroyed.

Exporters requesting certification must allow enough lead time for laboratory analyses and visual inspections to be conducted. In addition, all laboratory analyses and inspections must be conducted within specified time limits. In order to determine if there is enough time to conduct the required phytosanitary actions the exporter must provide a shipping date.

If time limits are specified by a foreign country, they will be listed in the export summary for that country in the definition for a phytosanitary certificate, phytosanitary certificate for re-export and a processed product certificate. If a time limit is not specified in an export summary apply APHIS' policy on time limits; inspections may not occur more than 30 days before export. For additional guidance on time limits refer to **Time Limits** on **page 2-1-21**.

Arrangements for inspections must be coordinated with the appropriate shipping official in order to determine the availability of the commodity for activities related to issuing an export certificate. Refer to **Exporter or Shipper** on **page 2-1-10** for the exporter's roles and responsibilities to make commodities available for inspection.

Inspections can not begin until:

- ◆ the export summary has been reviewed
- ◆ mandatory import permit has been provided, with translation if appropriate
- ◆ the entire consignment is all together, clearly marked and labeled

Refer to **Figure 4-5-1 on page 4-5-3** for a list of the main inspection steps followed by detailed guidelines.


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- Step 1: Determine Lead Time and Time Limits**
- Step 2: Determine if the Exporter Has an Acceptable Inspection Certificate That Would Preclude an Additional Inspection**
- Step 3: Determine the Sample Size**
- Step 4: Compare Shipment to Supporting Documents**
- Step 5: Inspect the Commodity**
- Step 6: Obtain Pest Identity**
- Step 7: Determine if the Plant Pest Is Quarantine Significant or an Injurious Plant Pest**
- Step 8: Look for Packaging or Other Material**
- Step 9: Record Inspection Results**
- Step 10: Prepare a Certificate**

FIGURE 4-5-1: Overview of General Inspection Guidelines

Step 1: Determine Lead Time and Time Limits

After identifying the import requirements you must determine if there is enough lead time to conduct any required phytosanitary actions and if time limits can or have been met. Time limits must be met regardless of whether an ACO or another authorized entity performs the phytosanitary inspection, testing, etc.

Check the shipping date to make sure there is enough lead time for a laboratory examination/test and to plan for visual inspections in order to meet any time limit specified by the foreign country.

Lead time refers to the amount of time needed to inspect or to examine commodities before their shipping date.



If a time limit is not specified by an importing country follow APHIS policy with respect to time limits. That policy is:

The maximum time limit between the inspection date and the shipping date is 30 calendar days.



Regardless of whether the time limit is established by the importing country or APHIS, **do not** issue a Federal plant export certificate if the time limit has or will be exceeded.

If the required inspections and/or verification are conducted but the exporter does not request issuance of a certificate until after the shipment has been exported do not issue a certificate unless the shipper presents a bill of lading indicating that the commodity was exported within the prescribed time period.

See also [Reissuing/Superseding Certificates and Time Limits](#) on page 5-1-12.

Go to Step 2.

Step 2: Determine if the Exporter Has an Acceptable Inspection Certificate That Would Preclude an Additional Inspection

USDA-APHIS-PPQ, through accreditation programs, compliance agreements, Memorandums of Understanding and other special programs cooperates with other Federal agencies, state and county governments and non-governmental entities to conduct various phytosanitary laboratory tests, inspections, etc. for specific commodities.

Listed below are some entities and a description of the program, under which they can conduct specific phytosanitary activities.

- ◆ **Agricultural Marketing Service:** The Agricultural Marketing Service (AMS) is a Federal agency with USDA which provides official inspections for quality purposes. Under certain circumstances, the quality inspection that AMS conducts may be used in lieu of a phytosanitary inspection. AMS documentation that is acceptable for the purposes of issuing a phytosanitary certificate is listed in [Table D-1-1 on page D-1-1](#).

- ◆ **Grain Inspection, Packers and Stockyards Administration (GIPSA), Federal Grain Inspection Services (FGIS):** Under the Federal Grain Standards Act and the Agricultural Standards Act FGIS conducts official sampling and official inspections of grain offered for export for marketing purposes. USDA-APHIS-PPQ has a Memo of Understanding with FGIS, whereby, FGIS inspectors can inspect grain and some grain products for the purposes of phytosanitary certification. If both the sampling and inspection were “officially” conducted by FGIS they will provide documentation indicating the results.

Refer to Special Procedures, **Federal Grain Inspection Service (FGIS)** on page 6-6-1.



All official GIPSA certificates will show the FGIS seal in the center of the certificate, except for rice and pulses (dried beans, peas, lentils). The seal indicates that the grain was officially sampled and inspected by FGIS or an official agency working under GIPSA authority.



FGIS and their authorized officials can provide exporters with certificates based on unofficial samples. If FGIS did not “officially” sample and inspect the shipment the samples are called “submitted samples.” While the results of these inspections may be on an FGIS document, the documents can not be accepted as the basis for issuing a PC. ACOs must ensure that the appropriate FGIS documentation is presented.

- ◆ **Non-governmental Entities:** Specific non-governmental entities have been accredited to perform specific testing and inspections for plants and/or plant products. Under the National Seed Health System private companies can become accredited to perform specific phytosanitary actions for seed shipments. Refer to **Seed Health Accreditation Program** on page 6-2-3.
- ◆ State departments of agriculture and university laboratories may also be authorized to conduct laboratory analyses, field inspections, etc.

While it is impossible to list and provide an example of all inspection certificates, a partial list of acceptable and unacceptable inspection certificates is included in **Appendix D**.

1. Determine if the exporter has an acceptable inspection certificate from another agency or organization. An inspection certificate can be accepted only if both of the following conditions are met:
 - A. The entity is authorized by USDA-APHIS-PPQ to conduct phytosanitary activities and their procedures are routinely monitored by USDA-APHIS-PPQ personnel

- B.** The inspection certificate is the original. A faxed copy of the original is acceptable when the certificate is faxed directly from the issuing entity
- 2.** Determine if an additional inspection (beyond verification) or laboratory testing is necessary. Base your decision on the following:
 - A.** Was the inspection/testing conducted within the required time limits (refer to **Time Limits** on page 2-1-21)?

If the time limits cannot be met, inform the exporter that the inspection and/or testing must be conducted again and why.

- B.** Import requirements specified by importing country
- C.** Even though an acceptable inspection certificate may be presented the certificate may not cover all inspectional requirements
- 3.** Use **Table 4-5-1** to take the appropriate action.

TABLE 4-5-1: Decide to Inspect Commodity

If the consignment:	And:	And:	Then:
Has an acceptable inspection certificate	Time limits have been met	You decide to verify only the contents of the shipment	1. Verify the contents of the shipment 2. Skip to Step 9: Record Inspection Results on page 4-5-14
		You decide to inspect the shipment	GO to Step 3: Determine the Sample Size on page 4-5-6
	Time limits have not been met and shipment must be reinspected or retested	→	
Requires a laboratory test	→	→	

Step 3: Determine the Sample Size

Regardless of whether the shipment requires a visual inspection or samples must be drawn for a laboratory analysis, ACOs must decide whether the sample size includes the entire shipment or an officially drawn representative sample.



Always follow **Safety Precautions for Sampling and Inspecting** on page 4-5-9.

Factors to consider when determining sample size:

- ◆ Directions provided by your supervisor
- ◆ Existing guidelines, such as USDA-APHIS-PPQ import manuals¹ and specific work plans, protocols, or guidelines in EXCERPT, which often mandate sampling schemes for specific commodities
- ◆ Import requirements of the foreign country
- ◆ Knowledge of the pest conditions and pest distribution where the commodities were grown and produced
- ◆ Size of shipment
- ◆ Type of commodities

Officially Drawn Representative Samples

Representative samples, for inspectional or testing purposes, **must be** drawn by an ACO or other designated personnel. For additional information on who may draw official samples, refer to **Official Samples and Inspections** on page 2-1-16.

Officially drawn samples, which are the basis for certification, **must be** large enough to represent the entire lot and **must be** of a nature to accurately reflect the conditions of the entire shipment.

The minimum inspection level for *fruits and vegetables* is 2 percent of the shipment's inspectional unit (i.e., boxes, units, bags, tray packs, etc.).

EXAMPLE

A shipment of 400 boxes of fruits would require 100 percent inspection of 8 boxes (.02 x 400 boxes = 8 boxes). Two percent is a minimal level.

The inspection level for plant material (*nursery stock*) and other high-risk material should 100 percent or as close to 100 percent as practical. Commodities shipped in bulk (grain or potatoes) will require sampling techniques appropriate to the levels of pest risk and industry standards, which may be less than 2 percent. Consult the appropriate State or Federal regulatory officials for these inspection levels.

1 USDA-APHIS-PPQ *Fruits and Vegetables Import Manual*, *Cut Flowers and Greenery Import Manual*, *Unprocessed Seeds Import Manual* (computing and drawing samples of seeds packaged in bags and in bulk on pages 4-5 through 4-7 <http://www.aphis.usda.gov/ppq/manuals/pdf_files/40Seeds.pdf>), *Miscellaneous and Processed Products Import Manual*, *Propagative Seed Manual*, MCFR 319.37, *Port of Entry Manual*, and *Canadian Border Agricultural Clearance Manual* (sampling and inspection guidelines for shipments of seed packets and hermetically sealed containers in *Procedures, Sampling Seeds* page 5-39 <http://www.aphis.usda.gov/ppq/manuals/pdf_files/CB_Chapters.htm>)

Only officially drawn samples may be used to certify seeds. Officially drawn samples of seeds may include those for weed seed examination, laboratory analysis for pathogens, or insect examination. Samples of seeds drawn by a seed company or other industry representatives are **not** permitted unless the entity is accredited to perform such phytosanitary functions as established by the National Seed Health System and the USDA-APHIS-PPQ Accreditation Manager. See [Special Procedures, Accreditation Programs, Seed Health Accreditation Program](#) on page 6-2-3.

Refer to [Table 4-5-2 on page 4-5-8](#) to determine sample size.

TABLE 4-5-2: Determine Sample Size

If you are going to:	Then:
Inspect 100 percent of the shipment	GO to Step 4: Compare Shipment to Supporting Documents on page 4-5-9
Inspect a representative sample of the shipment	<ol style="list-style-type: none"> DETERMINE the sample size considering the following: <ul style="list-style-type: none"> Existing guidelines Experience with similar commodities Import requirements of the foreign country Size of shipment Where the commodity was grown or produced OBSERVE Safety Precautions for Sampling and Inspecting on page 4-5-9 DRAW an official sample GO to Step 4: Compare Shipment to Supporting Documents on page 4-5-9
Require an additional sample for laboratory examination	<ol style="list-style-type: none"> DETERMINE the sample size considering the following: <ul style="list-style-type: none"> Existing guidelines Experience with similar commodities Import requirements of the foreign country Size of shipment Where the commodity was grown or produced OBSERVE Safety Precautions for Sampling and Inspecting on page 4-5-9 DRAW an official sample SEND the official sample to the nearest identifier, public university or public laboratory, or an accredited laboratory as conditions warrant¹ KEEP the exporter informed of delays that may arise from laboratory examination GO to Step 4: Compare Shipment to Supporting Documents on page 4-5-9

1 For information on laboratory accreditation, go to the following web site address: <http://www.aphis.usda.gov/ppq/pim/accreditation/> or see [Special Procedures, Accreditation Programs](#) on page 6-2-1.

Safety Precautions for Sampling and Inspecting

Check the label or description for special instructions regarding exposure. If you are unfamiliar with the pesticide used, attempt to get a pesticide label or description. If the exporter, shipper, or broker **cannot** supply a label or description of the pesticide used, then refuse to sample or inspect, and contact your supervisor.

If while examining *seeds* you notice that they are brightly colored, then assume that they were treated. Regardless of what the label says, blue, orange, and pink colors confirm that seeds have been treated. Also, a powdery residue on seeds indicates they may have been treated.

Keep informed. Safely inspect plant material that have been treated. Potential illness can be prevented. Well-informed regulatory officials are more likely to take precautionary measures in handling treated plant material and contribute to USDA-APHIS-PPQ's excellent safety record. (For additional information on safety, see *Pesticide Safety* in USDA-APHIS-PPQ *Treatment Manual*.)

- ◆ If the material was treated or you feel uncertain, then use plastic gloves and a cartridge type dust mask. If you are continuously working with a dusted commodity, then replace the cartridge every 2 hours. If you are sensitive or allergic to chemicals, use a canister respirator instead of a dust mask
- ◆ If there is the possibility of getting chemicals on your clothes, then you **must** wear protective coveralls. Separately wash the coveralls after each use
- ◆ If there is a possibility of getting pesticide in your eyes, then you **must** wear eye protection
- ◆ Avoid wiping your mouth, nose, or eyes with your hands
- ◆ Wash your hands, face, and arms with soap and water immediately after sampling or inspecting treated material
- ◆ If tools were used in the sampling or examination, then wipe them off after each use
- ◆ If examining treated seeds, then the PPQ pathologist should use the wet method technique for seed examination

Step 4: Compare Shipment to Supporting Documents

Compare the following characteristics of the shipment to the supporting documents:

- ◆ Distinguishing marks and numbers
- ◆ Quantity of commodity
- ◆ Type of commodity

Use [Table 4-5-3](#) to take the appropriate action.

TABLE 4-5-3: Verify That Commodity is as Listed on Supporting Documents

If the commodity:	And after allowing the exporter the opportunity to correct the discrepancies, the exporter:	Then:
Is the same as listed on supporting documents	—————→	GO to Step 5: Inspect the Commodity on page 4-5-10
Is different than listed on supporting documents (allow the exporter to correct the discrepancies)	Corrects the discrepancies	1. REFUSE to issue a certificate 2. SKIP to Step 9: Record Inspection Results on page 4-5-14
	Does not correct the discrepancies	

Step 5: Inspect the Commodity

Inspect the commodity for general pests, those pests usually associated with that host, and those pests specifically listed in the export summary or on the import permit. Use [Table 4-5-4 on page 4-5-11](#) to take the appropriate action.

Seed Shipments

If possible, inspect seeds prior to treatment. Requirements for laboratory testing **must** be met prior to the seeds being treated **except** in the following cases:

- ◆ Fungicide or insecticide treated corn seed (*Zea mays*) may be tested using ELISA technique to detect Stewart's bacterial wilt (*Pantoea stewartii*) (= *Erwinia stewartii*)².
- ◆ Laboratory testing for *Claviceps africana* which **MUST** include a structural examination at 10x or greater magnification².

Pelletized seeds **cannot** be certified unless the inspection is conducted prior to treatment and time limits are met.



Always follow [Safety Precautions for Sampling and Inspecting](#) on [page 4-5-9](#).

Look for insects, weed seeds, ergot, etc.

² Based on a 2004 review by the National Seed Health System, Seed Technical Working Group of the Pataky and Block paper (Plant Disease 88: 633-640).

Seeds **cannot** be certified based **only** on the fact that the seeds have been treated and/or vacuum packed. Appropriate seed sampling and inspection **must** always be conducted.³ Refer to **Sampling and Inspection Procedures for Seed** on page 6-13-1.

TABLE 4-5-4: Action to Take Based on Inspection Results

If pests or diseases are:	Then:
Present	<ol style="list-style-type: none"> 1. If you anticipate a delay that will allow for the identification and/or reconditioning of the shipment, then INFORM the exporter of the infestation and/or infection 2. GO to Step 6: Obtain Pest Identity on page 4-5-11
Absent	GO to Step 8: Look for Packaging or Other Material on page 4-5-14

Step 6: Obtain Pest Identity

Obtain the identity of the intercepted plant pest. Use **Table 4-5-5** to take the appropriate action.

TABLE 4-5-5: Action to Take to Identify the Intercepted Plant Pests

If you are a:	And you:	Then:
PPQ officer	Have identification authority for the intercepted plant pest	GO to Step 7: Determine if the Plant Pest Is Quarantine Significant or an Injurious Plant Pest on page 4-5-12
	Cannot identify the intercepted plant pest, or you lack identification authority	<ol style="list-style-type: none"> 1. COMPLETE PPQ Form 309 or PPQ Form 309a 2. SEND the specimen along with the form to the nearest PPQ identifier 3. If applicable, INFORM the exporter of the delay 4. GO to Step 7: Determine if the Plant Pest Is Quarantine Significant or an Injurious Plant Pest on page 4-5-12
State or county cooperator	Have identification authority for the intercepted plant pest	GO to Step 7: Determine if the Plant Pest Is Quarantine Significant or an Injurious Plant Pest on page 4-5-12
	Cannot identify the intercepted plant pest, or you lack identification authority	<ol style="list-style-type: none"> 1. SEND the specimen to the nearest State or Federal identifier 2. If applicable, INFORM the exporter of the delay 3. GO to Step 7: Determine if the Plant Pest Is Quarantine Significant or an Injurious Plant Pest on page 4-5-12

3 See USDA-APHIS-PPQ *Canadian Border Agricultural Clearance Manual* for guidelines on sampling and inspecting shipments of seed packets and hermetically sealed containers located at the following web site address: <<http://www.aphis.usda.gov/ppq/manuals>>.

Step 7: Determine if the Plant Pest Is Quarantine Significant or an Injurious Plant Pest

After the intercepted plant pest is identified, check the export summary and/or the import permit to determine whether the plant pest is either of the following:

- ◆ Quarantine significant to the foreign country
- ◆ Recognized as being an injurious plant pest

ACOs **must** comply with the certification statement on the PPQ Form 577, which is as follows:

This is to certify that the plants, plant product or other regulated articles described herein have been inspected and/or tested according to appropriate official procedures and are considered to be free from quarantine pests, specified by the importing contracting party and to conform with the current phytosanitary requirements of the importing contracting party including those for regulated non-quarantine pests.

APHIS' policy is to inspect and to certify shipments that are practically free from other injurious pests. For export certification purposes, the working definition of practically free is to **not** exceed a 2 percent infestation level unless otherwise stated by the importing country. Practically free also refers to a judgement that the plant pests are **not** in excess of the amount expected to result from, and be consistent with, good culturing and handling practices employed in the production and marketing of the commodity. When FGIS inspection certificates are used as supporting documentation for certifying grain, practically free refers to FGIS' acceptance standards for insects found in grain.


Use [Table 4-5-6 on page 4-5-13](#) and [Table 4-5-7 on page 4-5-13](#) to take the appropriate action.

TABLE 4-5-6: Action to Take When Plants and Plant Products Are Found Infested or Infected

If the identified plant pest is:	And is considered to be:	And the infestation level:	Then:
Listed in the export summary of the foreign country as being quarantine significant	—————→	—————→	GO to Table 4-5-7
Not listed in the export summary as being quarantine significant	Injurious to the commodity	Is considered practically free ¹	GO to Step 8: Look for Packaging or Other Material on page 4-5-14
		Cannot be considered practically free	GO to Table 4-5-7
	Not injurious to the commodity	—————→	GO to Step 8: Look for Packaging or Other Material on page 4-5-14

- 1 For export certification purposes, the working definition of practically free is to not exceed a 2 percent infestation level unless otherwise stated by the importing country. Practically free also refers to a judgement that the plant pests are not in excess of the amount expected to result from, and be consistent with, good culturing and handling practices employed in the production and marketing of the commodity. When FGIS inspection certificates are used as supporting documentation for certifying grain, practically free refers to FGIS' acceptance standards for insects found in grain.

TABLE 4-5-7: Action to Take When the Plant Pest Is Quarantine Significant or the Infestation Exceeds the Practically Free Condition


If a treatment is:	Then:
Available for the plant pest and acceptable by the foreign country as a condition of entry	<ol style="list-style-type: none"> 1. ALLOW the exporter to treat the commodity 2. MONITOR the treatment <div style="display: flex; align-items: center;">  <div style="margin-left: 10px;"> <p>Important</p> <p>Make no mention of the infestation or infection on the Federal plant export certificate; only RECORD the treatment in the appropriate section.</p> </div> </div> <ol style="list-style-type: none"> 3. GO to Step 8: Look for Packaging or Other Material on page 4-5-14
Unavailable for the plant pest	<ol style="list-style-type: none"> 1. REFUSE to issue a Federal plant export certificate 2. SKIP to Step 9: Record Inspection Results on page 4-5-14
Unacceptable to the foreign country as a condition of entry	

Step 8: Look for Packaging or Other Material

Packaging or other material that may be associated with the consignment, such as wood packaging material, bagging, containers, soil, etc., must also meet the importing country's requirements.

Use [Table 4-5-8](#) to determine the action to take on shipments contaminated with soil or with unauthorized packing material, bagging, or containers.

TABLE 4-5-8: Action to Take when Commodity is Associated with Packaging Material, Bagging, Containers, etc.

If the shipment:	And the exporter:	Then:
Is free from prohibited material, or contains material which meets importing country's requirements		GO to Step 9: Record Inspection Results on page 4-5-14
Is not free from prohibited material, or contains material which does not meet importing country's requirements	Cleans, treats, and/or reconditions shipment Refuses to clean, treat, or recondition shipment	1. REFUSE to issue a certificate 2. GO to Step 9: Record Inspection Results on page 4-5-14

Step 9: Record Inspection Results

ACOs **must** record results of their inspection and additional information about the shipment that will support their decision to certify the commodity. Inspection results may be recorded at the bottom of PPQ Form 572; on the reverse side of PPQ Form 577, Issuing Office Copy; or on the reverse side of PPQ Form 579, Issuing Office Copy. See [Table 4-5-9 on page 4-5-15](#).

ACOs **must** record the following information about the inspection:

1. Place (port and location) where the commodity was inspected.
2. Percentage (how much) of material inspected.
3. Percentage of material infested or infected.
4. Pests intercepted and treatments given.
5. Actions taken by the exporter (as a result of inspection) making the commodity eligible for certification such as repackaging, reconditioning, or debarking.
6. Unusual situations concerning the shipment.
7. ACO signature.
8. Date and time of the inspection (ensure that the inspection was conducted within specified time limits).

TABLE 4-5-9: Record Inspection Results

If you are recording inspection results on:	Then:
PPQ Form 572, Application for Certification	<ol style="list-style-type: none"> 1. RECORD the inspection results under Export Inspection Data as follows: <ul style="list-style-type: none"> ◆ LIST in <i>Block 12</i>, place (port and location) where the commodity was inspected ◆ LIST in <i>Block 13</i>, percentage (how much) of material inspected ◆ LIST in <i>Block 14</i>, percentage of material infested or infected ◆ LIST in <i>Block 15</i>, pests intercepted and treatments given, actions taken by the exporter and ACO (as a result of the inspection) to make the commodity eligible for certification (such as repackaging, reconditioning, debarking, intended use, notation of additional declaration, official verification, pest or disease freedom, presence or absence of import permit, foreign phytosanitary certificate, or other import requirements and unusual situations concerning the shipment) ◆ SIGN your name in <i>Block 16</i> ◆ LIST in <i>Block 17</i>, date and time of inspection 2. ATTACH PPQ Form 572 to the Issuing Office Copy of PPQ Form 577 or PPQ Form 579, if applicable 3. GO to Step 10: Prepare a Certificate on page 4-5-16, if applicable
PPQ Form 577, Federal Phytosanitary Certificate PPQ Form 579, Phytosanitary Certificate for Reexport	<ol style="list-style-type: none"> 1. RECORD the inspection results on the reverse side of the Issuing Office Copy as follows: <ul style="list-style-type: none"> ◆ LIST in <i>Block 1</i>, place (port and location) where the commodity was inspected ◆ LIST in <i>Block 2</i>, percentage (how much) of material inspected ◆ LIST in <i>Block 3</i>, percentage of material infested or infected ◆ LIST in <i>Block 4</i>, pests intercepted and treatments given, actions taken by the exporter and ACO (as a result of inspection) to make the commodity eligible for certification (such as repackaging, reconditioning, debarking, intended use, notation of additional declaration, official verification, pest or disease freedom, presence or absence of import permit, foreign phytosanitary certificate, or other import requirements and unusual situations concerning the shipment) ◆ SIGN your name in <i>Block 5</i> ◆ LIST in <i>Block 6</i>, date and time of inspection 2. GO to Step 10: Prepare a Certificate on page 4-5-16, if applicable

Step 10: Prepare a Certificate

After recording the inspection results and deciding to issue a certificate, proceed to preparing and distributing the proper certificate. Use [Table 4-5-10](#) to determine the action to take based on the inspection results.

TABLE 4-5-10: Action to Take Based on Inspection Results

If the commodity:	And you are a:	And the commodity is:	Then:
Met the import requirements based on supporting documents and inspection results	PPQ Officer	Unprocessed, domestic origin	1. COLLECT a user fee or RECORD a prepaid PPQ Form 577 (see <i>Special Procedures, User Fees</i> on page 6-15-1) 2. GO to <i>Procedures, Export Certificates, PPQ Form 577, Federal Phytosanitary Certificate</i> on page 2-5-19
		Unprocessed, foreign origin	1. COLLECT a user fee or RECORD a prepaid PPQ Form 579 (see <i>Special Procedures, User Fees</i> on page 6-15-1) 2. GO to <i>Procedures, Export Certificates, PPQ Form 579, Phytosanitary Certificate for Reexport</i> on page 2-5-47
	State or county cooperator	Unprocessed domestic origin	1. If applicable, SEE your local policy for collecting user fees 2. GO to <i>Procedures, Export Certificates, PPQ Form 577, Federal Phytosanitary Certificate</i> on page 2-5-19
		Unprocessed foreign origin	1. If applicable, then SEE your local policy for collecting user fees 2. GO to <i>Procedures, Export Certificates, PPQ Form 579, Phytosanitary Certificate for Reexport</i> on page 2-5-47
Does not meet the import requirements based on inspection results			REFUSE to issue a certificate